

# PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2007 THROUGH JUNE 2008

(Please submit this plan to the Montana State Library by 5 p.m. on June 1, 2007)

## **NAME OF FEDERATION: Broad Valleys Federation**

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

Belgrade Community Library  
Bozeman Public Library  
Broadwater School and Community Library, Townsend  
Butte-Silver Bow Public Library  
Dillon Public Library  
Drummond School Community Library  
Hearst Free Library, Anaconda  
Jefferson County Library System, Clancy, Boulder and Whitehall  
Lewis and Clark Library, Helena  
Livingston-Park County Library  
Madison Valley Public Library, Ennis  
Manhattan Community Library  
Meagher County/City Library, White Sulphur  
Philipsburg Public Library  
Sheridan Public Library  
Thompson-Hickman County Library, Virginia City  
Three Forks Community Library  
Twin Bridges Public Library  
William K. Kohrs Memorial Library, Deer Lodge  
West Yellowstone Public Library



## **LONG RANGE GOAL OF FEDERATION AREA:**

**Summarize the goals of the federation. For each goal give a statement of need, why is the goal important to the federation?**

The Broad Valleys Federation libraries are a collection of unique and diverse libraries each having special needs, concerns, and challenges. Funds from the Federation grants are meant to address and assist in meeting these special needs and the Federation grants to members are not meant to nor should they be used to supplant local library revenues or to diminish local library support to Federation Libraries.

### **GOAL 1:**

The Broad Valleys Federation of Libraries will share the information, knowledge and resources available to the Federation and to encourage networking and consensus building.

### **GOAL 2:**

The Broad Valleys Federation of Libraries will distribute state monies widely in order to strengthen the Federation structure, encourage continuing education for librarians and trustees, and to provide excellent library services to Montana citizens.

### **GOAL 3:**

The Broad Valleys Federation of Libraries will cooperatively provide electronic access to library materials and information to patrons of the member libraries.



## **ADMINISTRATIVE COSTS:**

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

Broad Valleys Federation of Libraries will provide to the Lewis & Clark Library a stipend of \$800, which will be used to defray the costs of coordination of the Federation activities.

## **REVENUE SUMMARY:**

	<b>Budgeted</b>
<b>CST Revenue</b>	\$36,706
<b>General Fund</b>	<b>N/A</b>
<b>TOTAL Revenue</b>	<b>\$36,706</b>



**BUDGET SUMMARY:**

<b>EXPENDITURE</b>	<b>CST</b>	<b>STATE GENERAL FUND</b>
<b>Administration Costs Stipend</b>	<b>\$ 800</b>	<b>N/A</b>
<b>Program one: Annual Meeting</b>	<b>\$ 4,250</b>	<b>N/A</b>
<b>Program two: Continuing Education Grants</b>	<b>\$ 10,982</b>	<b>N/A</b>
<b>Program three: Technology</b>	<b>\$ 20,674</b>	<b>N/A</b>
<b>Program four: Book Discussion in a Bag</b>	<b>\$ 0</b>	<b>N/A</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,706</b>	<b>N/A</b>



#### PROGRAM SUMMARY:

**Program Name:** Continuing Ed / Annual Meeting and Number: 1

#### PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

**This program supports Goals #1 and #2 of the Broad Valleys Federation**

**Annual Meeting** – Members voted to continue meeting once a year for a two-day meeting, location of which is within the boundaries of the Federation. Retreat will include a minimum of two continuing education workshops.

- Each library will receive \$37.50 to help defray travel costs to the meeting.
- The Lewis & Clark Library will coordinate and pay for the costs of lodging, meals and continuing education presentations. The Lewis & Clark Library will receive \$3,500 to pay for this service.

#### PROGRAM EVALUATION:

- Explain how will you judge that the program is successful.

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

#### Program budget detail

Please see above.

**Total Program Budget:** \$ 4,250



**PROGRAM SUMMARY:**

**Program Name:** Continuing Education Grants and **Number:** 2

**PROGRAM NARRATIVE**

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

**This program supports Goal #2 of the Broad Valleys Federation**

**Continuing Education Grants** – Each library will receive a direct grant of \$549.10 to be used to provide continuing education to librarians and trustees, at the discretion of each individual library.

**PROGRAM EVALUATION:**

- Explain how will you judge that the program is successful.

Member libraries will specify how this training helped the library better serve its patrons. Federation members may be asked to share their expertise at various federation meetings and will share their knowledge with other librarians and trustees at their home library. Brief written reports will be provided for the annual report of the Plan of Service document.

**Program budget detail:**

Please see above.

**Total Program Budget:** \$ 10,982



**PROGRAM SUMMARY:**

**Program Name:** Technology **and Number:** 3

**PROGRAM NARRATIVE**

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

**This program supports Goals #1 and #3 of the Broad Valleys Federation.**

Monies will be used for technology related expenses. Emphasis will be on technology that strengthens federation-wide access. Additional emphasis will be on federation wide resource sharing and document delivery. Monies received in this category will be expended for such things as hardware, software, OCLC expenditures, statewide database expenditures, virtual reference, and shared catalog expenses.

**PROGRAM EVALUATION:**

- Explain how will you judge that the program is successful.

Member libraries will identify what expenses were covered and identify how this helps the library deliver technology related services to its patrons and how the expenditures help strengthen federation-wide access.

**Program budget detail:**

Each Broad Valleys Federation library will receive a grant of \$1,033.70 in FY2008 to help defray the library's technology expenses.

**Total Program Budget:** \$20,674



**PROGRAM SUMMARY:**

**Program Name:** Book Discussion in a Bag and **Number:** 4

**PROGRAM NARRATIVE**

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

**This program supports Goal #1 of the Broad Valleys Federation.**

This program is originally a result of carry-over funds from FY2005 and now covers all less-than-anticipated expenditures for costs related to the Annual Meeting. The Books Discussion in a Bag program was established in March of 2006 and is now being utilized by the members of the Federation. Unexpended funds from the 2007 Annual Meeting will be used to purchase additional titles; Federation libraries have submitted their title suggestions and titles selected will be taken from this list.

**PROGRAM EVALUATION:**

- Explain how will you judge that the program is successful.

The Lewis & Clark Library will house and coordinate the distribution of the Book Discussion in a Bag kits and will keep statistical data on circulation of these kits within the Broad Valleys Federation. Feedback will also be solicited from all Federation members regarding use and popularity of the kits.

**Program budget detail:**

No monies have been directly budgeted for this program in the Plan of Service; all unexpended funds for FY2008 will be designated for this program, with funds expended before end of FY2008.

**Total Program Budget:** \$0

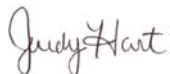


Member Library	Amount of Grant to member library	Program(s) funded for member library
Belgrade	1,620.30	1,2,3 & 4
Bozeman	1,620.30	1,2,3 & 4
Broadwater S & C	1,620.30	1,2,3 & 4
Butte-Silver Bow	1,620.30	1,2,3 & 4
Dillon	1,620.30	1,2,3 & 4
Drummond	1,620.30	1,2,3 & 4
Hearst Free, Anaconda	1,620.30	1,2,3 & 4
Jefferson Co.	1,620.30	1,2,3 & 4
Lewis & Clark Library	5,920.30	1,2,3, 4 & Admin
Livingston-Park Co.	1,620.30	1,2,3 & 4
Madison Valley, Ennis	1,620.30	1,2,3 & 4
Manhattan	1,620.30	1,2,3 & 4
Meagher Co. White Sulphur Springs	1,620.30	1,2,3 & 4
Philipsburg	1,620.30	1,2,3 & 4
Sheridan	1,620.30	1,2,3 & 4
Thompson Hickman, Virginia	1,620.30	1,2,3 & 4
Three Forks	1,620.30	1,2,3 & 4
Twin Bridges	1,620.30	1,2,3 & 4
Kohrs Memorial, Deer Lodge	1,620.30	1,2,3 & 4
West Yellowstone	1,620.30	1,2,3 & 4
TOTAL	36,706.00	

This plan of service was approved by the membership on  
March 3, 2007.

### Required Signatures:

Federation Coordinator:



Date 05/29/2007

Federation Advisory Board Chairperson:

Janel Tindall (mailed)

Date \_\_\_\_\_



Chairperson, Board of Trustees,  
Federation Coordinator's Library

Sandra Conrady (mailed) Date \_\_\_\_\_